



Teacher Vacancy School Year 2006-2007

TABLE OF CONTENTS

Adding Teacher Vacancy Records	1
Running a report	3

This menu will only be available to the following districts:

10-Public School Districts

Adding Teacher Vacancy Records

STEP #1: ALL districts are required to access this menu, even if you have no data to report. After accessing this menu simply enter how many teaching positions (FTE) were required to be filled between school years 2003-2004 and 2004-2005.

#1. Enter how many teaching positions (FTE) were required to be filled between school years 2004-2005 and 2005-2006.

#2. If your district had any teaching position vacant at the beginning of the 2005-2006 school year, place a check in the box and add vacancy records with applicable information.

#3. Be sure to click on "Save".

1. Enter how many teaching positions (FTE) were required to be filled between school years 2004-2005 and 2005-2006.
2. If your district had any teaching position vacant at the beginning of the 2005-2006 school year, place a check in the box and be sure to follow the directions under STEP #2. Otherwise, place a check in the no box.

#1. If no positions were left vacant, there is NO need to encode vacant records in step #2.

#3. Be sure to click on "save"!

3. Be sure to click on "Save".

STEP #2: If you had a position vacant at the beginning of the school year, select each position code from the drop down box that pertains to your district. Include only vacant positions during the school year.

DistYear: 32002 Pierre School District 32-2 2005

DOE Anonymous

Teacher Vacancy Details

Position Category: Choose

Vacancy Position: Choose

Decisions made as a result of the vacant positions: FTE

Choose

Cancel Save

Select each position code from the drop down box that pertains to your district.

STEP #3: The Total FTE Counts for staff categories must be reported to the nearest hundredth.

1. Count part-time staff in terms of full-time equivalency. Full-time equivalency should be counted in hundredths. For example, if a position is filled by two part-time persons, each working one half day, count each as 0.50.
 - (a) A full-time employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 6 hours per day as a bus mechanic and 2 hours per day as a custodian should be counted 0.75 for the bus mechanic position and 0.25 for the custodian position.

DistYear: 32002 Pierre School District 32-2 2005

DOE Test

Teacher Vacancy Details

Position Category: Elementary Positions

Vacancy Position: Classroom Teacher

Decisions made as a result of the vacant positions: FTE

Hired a Non-Certified Educator 3.25

Cancel Save

Full-time equivalency should be counted in hundredths (EX: 3.25).

Be sure to click on "Save".

STEP #4: Be sure to click on "Save". Continue with the above steps to add the next vacant position record.

Running a Report

SUGGESTION: Print the " Report: Teacher Vacancy Data".

DistYear 32002 Pierre School District 32-2 2005

DOE
Test

Actions
Change District and Authority To Act
District Bus Drivers
Revoked Bus Driver L
Cert/Cred
CIP Program
Correspondence
District Information
Authority to Act
Add District/School Inf
Add Bus Driver Inform
Check Graduation Inf
Contracted SPED Per
Long Term Substitute
Qualifications-Assign
Personnel Record For
Other School Person
Paraprofessionals
Teacher Vacancy
Assurance Statement
Individual Infor
District Address
Math/Science Assign

Teacher Vacancy

How many teaching positions (FTE) were required to be filled between school years 2003-2004 and 2004-2005? 6

Did your district have any teaching position vacancies at the beginning of the 2004-2005 school year? ☒ Yes ☐ No

Cancel Save

Category	Position	FTE	Option
Elementary Positions	Classroom Teacher	2.25	Hired a Non-Certified Educator

Total FTE: 2.25

Add Edit Delete Print

#1 Click on the print button.

Preview 32002

#2 Click on the icon that looks like a printer.

Teacher Vacancy Data
Summary of Data Received

32002 Pierre School District 32-2

How many teaching positions (FTE) were required to be filled between school years 2003-2004 and School Year 2004-2005? 6.00

Did your district have any teaching position vacancies at the beginning of the School Year 2004-2005 school year? Y

#3 Select the appropriate printer to which you want to print to.

Administrative Positions
Business Manager
School Principal
Superintendent
Total

Elementary Positions
Classroom Teacher
Computer Science
Health and Physical E
Music
Total

High School Positions
Art
Computer Science
English/Language Ar

of the vacant position

Other (please explain)

0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00

Add Printer
DEPR1P01 on ESPR10010
DEPR1P03 on ESPR10010
DEPR1P04 on ESPR10010
DEPR1P06 on espr10010

Status: Ready
Location: DECA-3RD FLOOR KNEIP
Comment: HP LaserJet 4200 (old Printer 23)

Preferences
Find Printer...

Page Range
☒ All
☐ Selection ☐ Current Page
☐ Pages: 1
Enter either a single page number or a single page range. For example, 5-12

Number
1 2 3

#4 Click on print.

Print Cancel